



State of Missouri

OA/Vehicle Maintenance

Recommended Preventative Maintenance Schedule

Light Duty Vehicles

This is a recommended preventative maintenance schedule that should apply to most passenger vehicles. Please note that the manufacturer's recommended schedule may differ from this schedule. Please contact your agency fleet manager or OA Vehicle Maintenance with any questions concerning appropriate maintenance for your vehicle.

PM 1: Every 5,000 miles <u>OR</u> 6 months (3,000 miles for heavy use vehicles)	
<div><input type="checkbox"/> Change Engine Oil & Filter</div> <div><input type="checkbox"/> Lubricate Chassis</div> <div><input type="checkbox"/> Check/Top Off Fluid Levels<ul style="list-style-type: none">○ Transmission○ Differential○ Power Steering○ Brake○ Windshield Washer○ Battery○ Radiator</div> <div><input type="checkbox"/> Inspect & Rotate Tires, Check Tire Pressure (including Spare Tire)</div> <div><input type="checkbox"/> Inspect & Replace If Necessary:<ul style="list-style-type: none">○ Wiper Blades○ Brakes (Pads, Shoes, Rotors/Drums, Brake Lines, Hoses and Parking Brake)○ Belts○ Engine Cooling System and Hoses○ Air Filter○ Steering and Suspension Components○ Exhaust System○ Exterior Lights○ Windshields (chip repair if necessary)○ CV Joints○ Engine Coolant</div>	
PM 2 (Every 30,000 miles)	PM 3 (Every 60,000 miles)
<div><input type="checkbox"/> Inspect<ul style="list-style-type: none">○ Exhaust System & Heat Shields○ Control Arm Bushings○ Wheels off inspection of all four brakes and components</div> <div><input type="checkbox"/> Replace<ul style="list-style-type: none">○ Fuel Filter</div> <div><input type="checkbox"/> Inspect/Change If Necessary<ul style="list-style-type: none">○ Transmission Fluid</div>	<div><input type="checkbox"/> Inspect & Replace If Necessary<ul style="list-style-type: none">○ Spark Plugs (if equipped with platinum plugs replace at 100,000 miles – check owners manual)○ PCV○ Timing Belt</div> <div><input type="checkbox"/> Clean<ul style="list-style-type: none">○ Fuel Injectors○ IAC and Throttle Body</div>